

**FRANKLIN COUNTY COMMISSIONERS  
HUMAN RESOURCES DEPARTMENT  
373 South High Street, 25th Floor  
Columbus, Ohio 43215**

**J O B   A N N O U N C E M E N T**

**POSITION TITLE:** Administrative Secretary 1 **PCN:** 060310

**SUPERVISOR:** Dan Johnston, Personnel Administrator

**Primary Responsibilities:** Primarily responsible for acting as confidential secretary to the Training Administrator which includes typing training memos, training material, training correspondence and preparing training statistical data for the training administrator using the county's computer system and other material as required. Responds to training inquiries in the Training Administrator's absence. Prepares and organizes reports, confidential data and proofs all typed correspondence. Routes inquiries to the appropriate personnel. Maintains administrator's schedule and assumes administrative functions his absence. Maintains a comprehensive training filing system, correspondence, memos, e-mail, documents and other priority files. Responsible for opening, sorting and distributing mail. Institutes appropriate security measures for safeguarding sensitive information.

**Minimum Qualifications:** Associates degree in secretarial science plus 4 months experience, or completion of course work to qualify for a diploma in secretarial technology plus 8 months experience as a secretary 1, or 4 months experience as a secretary 2, or 8 months experience performing like duties in private industry or other government offices, or equivalent. Ability to calculate fractions, decimals and percentages and to read and write common vocabulary. Prefer typing skills of fifty-five (55) words per minute. **Preferred Qualifications:** Proficiency in MS Office Suite, Adobe Designer, MS Publisher, Adobe Page Maker, Photoshop, FrontPage, Macromedia Contribute and Access Data base; ability to manipulate data to create reports and spreadsheets; experience creating and developing forms, business letters and memos.

**SALARY RANGE:** \$12.65-\$16.43 per hour plus a comprehensive benefits package

**DEADLINE FOR APPLYING:** Friday, January 9, 2008

**If interested, apply on-line at [www.franklincountyohio.gov/commissioners/hr](http://www.franklincountyohio.gov/commissioners/hr)**

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